

ENROLMENT GUIDE 2024

enrolment deadlines:

semester one/full-year unit enrolments enrol by: 2 February

semester two unit enrolments enrol by: 21 June

semester three unit enrolments enrol by: 18 October

special enrolment deadlines apply for the following units:

by 12 January

Pastoral Care for those with Mental Ill-health intensive (PC135)

by 19 January

Biblical Hebrew A intensive (LA003)

Youth in the Churches extensive (DE011)

by 15 April

Turkiye/Greece In-context Study Tour - Book of Acts (NT202-NT208)

by 13 May

Chaplaincy in Educational Setting intensive (DE014)

undergraduate courses

graduate courses

postgraduate coursework courses

mission statement >>

Equipping men and women for God's mission in a rapidly changing and increasingly complex world.

vision statement >>

To be a leading centre of mission and ministry training delivered in supportive communities through flexible study modes.

theological framework >>

Ridley College is committed to academically rigorous theological training in the Anglican, Reformed Evangelical tradition that engages seriously with contemporary culture.

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ACT course information

The Australian College of Theology (ACT) course system is summarised in the following pages. You are strongly encouraged to read through and revisit this guide throughout your course.

If, having read this guide, you need assistance with course planning or if you have any questions or concerns you are encouraged to contact Ridley.

The Academic Counsellor (studentsupport@ridley.edu.au) can assist you with your course planning. The Registrar's Office (registrar@ridley.edu.au) can assist you with any administrative queries regarding your enrolment and course.

the credit point system

Standard units are worth 12 credit points. A full-time year of study equates to 96 credit points, which is eight standard units. There are a small number of units with differing credit points. Some units may only be worth 3 or 6 credit points, which is reflected in the unit code (outlined below).

the unit coding system

The unit coding system takes the following format:

AA111-LVV

unit field (**AA**), eg. OT, PC, TH

unique content identifier (**111**) eg 001, 205

unit level (aligned to the AQF level of the unit) (**L**) eg AQF levels 5, 6, 7, 8 and 9

unit volume of learning (represents the volume of the unit in credit points) (**VV**) eg 3, 6, 12

For example:

OT001-512: Old Testament Foundations

indicates an Old Testament unit at AQF level 5, and worth 12 credit points

PC157-803 is a Pastoral and Church Focussed unit at AQF level 8 and worth 3 credit points

unit levels

Ridley courses are offered at undergraduate, graduate, and postgraduate levels. When choosing your units each semester, please ensure you enrol in the units appropriate to your level of study.

undergraduate courses (ie. Certificate, Diploma, Advanced Diploma, Associate Degree, Bachelor)

Undergraduate units are delivered at levels 5-7 (eg. OT001-512, CH011-612, TH104-712)

level 5 > foundational

level 6 > developing

level 7 > advanced

graduate courses (ie. Graduate Certificate, Graduate Diploma, Master)

Graduate and postgraduate units are delivered at levels 8-9 (eg. OT001-812, CH011-812, OT206-912)

level 8 > foundational and developing

level 9 > advanced

...ACT course information

In order to comply with Tertiary Educational Quality & Standards Agency (TEQSA) requirements the structure of graduate courses was altered on 1 January 2022 to allow only level 8 and level 9 units. Existing students will retain all completed level 7 units in their current course, but from 1 January 2022 graduate-level students must enrol in level 8 and level 9 units, and level 7 units are no longer available at graduate level.

level 9 requirements and unit codes

Students who commenced a Masters'-level degree in 2022 are required to complete a minimum of 96 credit points (eight standard units) at level 9 including a capstone, a minor or major project, or an advanced independent reading unit.

Transition arrangements apply to students continuing their postgraduate coursework Masters'-level degrees who commenced prior to 2022. Continuing students may require fewer level 9 units; please speak to the Academic Counsellor if you would like to clarify your requirements.

Level 9 unit enrolment codes are as follow:

- **205-912 indicates a capstone experience
- **206-912 indicates specialised studies in a field of study
- **207-912 indicates specialised studies using original language
(*ie. NT207-912 indicates specialised studies in New Testament using Greek text*)
- **200-912 indicates a 12 cps research project, (**200-924 and **200-936 indicate 24cps and 36cps research projects)
- **202-912 indicates exegesis in context
- **208-912 indicates original language exegesis in context

unit load and timeframes

A full-time load per semester is 48cps, however a 36cps load is considered full-time for Centrelink allowances such as Austudy. Students may not take more than 120cps per year (which includes intensives/extensives and semester three units) and must observe the minimum and maximum timeframes for degree completion (listed below). Be sure to check the number of credit points you are enrolling in each semester. Part-time students should try as far as possible to follow a similar order of units to the appropriate full-time structure, although we recognise that timetabling may sometimes affect your choices.

A 12 credit point unit assumes 150 hours of volume of learning per semester.

Allow 8 -12 hours of study each week for a 12 credit point unit.

A 6 credit point unit assumes 75 hours of work per semester. Allow 4 - 6 hours per week.

A 3 credit point unit assumes 37.5 hours per semester. Allow 2-3 hours per week.

mode of study

Students can enrol in campus, online or a mix of both on campus and online units (multimode).

Further information regarding study modes and timings can be found on our website:

<https://www.ridley.edu.au/about-ridley/study-options/>

...ACT course information

areas of study

All units of study available at Ridley are grouped into three major areas of study, and a range of unit fields within those areas of study:

areas of study			
	Bible & Languages	Christian Thought & History	Ministry & Practice
fields of study	BB - Biblical Studies	CH - Christianity in History	DE - Developmental & Educational Ministry
	LA - Language	PE - Philosophy & Ethics	EM - Evangelism & Missiology
	NT - New Testament	TH - Theology	PC - Pastoral & Church Focussed Ministry
	OT - Old Testament		
	AS - Academic Skills		

course structures overview

Within our courses, new units, a larger core, and defined pathways are designed to better equip you for the challenges of contemporary ministry and ensure that you develop competencies in Bible, Christian Thought and Ministry. These pathways are for both campus and online students with flexibility to specialise in your area/s of interest. Details of all Ridley units can be found on the College's main website at www.ridley.edu.au/subjects/. You will also find unit and course information in the *Australian College of Theology Coursework Handbooks* available at <https://www.actheology.edu.au/documents/>

courses of study

In the following pages you will find tables explaining the structures of each of our courses. Students enrolling in double degrees need to ensure that they complete the requirements of both awards. Ridley is authorised to offer most accredited courses of the Australian College of Theology (ACT), not all of which are detailed in this guide. Students who are interested and/or enrolled in a course not listed in this guide should consult the current *ACT Coursework Handbook* and then discuss their enrolment options with the Academic Counsellor.

semesters

Ridley offers study in three semesters: semester one is February-June, semester two is July-November, and semester three is November-February. The break between semesters one and two is usually five weeks. Semester three is delivered online and has a one-week break over the Christmas period. Courses are structured on the assumption that students will enrol in semester one and two. Study in a third semester is not assumed but allows students more flexibility in planning their studies and also provides students with the option of accelerating their pace of study.

changes to foundational core units

Ridley is making changes to our core foundational units. NT001: Jesus and the Gospels, and NT002: The Early New Testament Church have been replaced on campus with NT003: New Testament Overview and BB002: Biblical Theology and Interpretation. NT001 and NT002 will be offered online in semester one and two 2024 (respectively) but will be replaced with BB002 (in semester three 2024) and NT003 (in 2025).

The Old Testament foundational core units (OT001: Old Testament Foundations and OT002: Prophets and Writings) remain the same.

Students who have previously completed NT001 or NT002 are not required to complete NT003 or BB002.

changes to formation program units

Ridley students enrolled in Bachelor and Masters degrees are required to enrol in formation program units. In 2024, EM081: Gospel and Gospel Ministry (12cps) will replace EM063: Introduction to Personal Evangelism (6cps) and EM064: Ministry Foundations (6cps) on campus.

EM063 and EM064 will continue to be offered online in 2024.

Students who have completed EM063 and EM064 are not required to complete EM081.

...course structures overview

changes to field education units

In 2024 campus field education units (PC092 and PC093) will be replaced by PC078: Introduction to Reflective Practice (12cps). PC078 is timetabled for Monday afternoons, commencing in semester one, and is a full-year unit. Further detailed information about this unit is available in the unit information page on the Ridley website.

The online field education unit PC094 will remain the same for 2024.

ACT course review

The ACT is undertaking a review of all their accredited courses over the next several years. As a result of this review you may notice some changes to course structure and length of the courses reviewed in 2023 (AQF level 5 courses and research courses). These changes have been incorporated in this enrolment guide.

things to note for 2024

Melbourne School of Theology (MST) and Ridley partnership

Ridley and MST are partnering together in 2024 to co-deliver some units.

In semester one we will be co-delivering NT012/206/013/207: Epistle to the Hebrews with Andrew Malone - this unit will be hosted at Ridley.

The mid-year intensive DE014/206: Chaplaincy in Educational Settings with Ryan Holt will be hosted at Ridley.

In semester two we will be co-delivering PC002: Pastoral Care I with Tom Kimber - this unit will be hosted at MST (Wantirna campus).

in-context / study tour unit

Ridley will be running an in-context/study tour unit to Turkiye and Greece, led by Mike Bird in November 2024. This tour will be open to both students and supporters who will study the Book of Acts in-context. Participants will depart Melbourne on 13 November and will return on 29 November. Please express your interest in this tour by emailing the [Registrar's Office](#) (further information will be provided as soon as it is available).

Unit enrolment and a non-refundable deposit for the study tour will be due no later than **15 April**.

undergraduate course structures

Undergraduate Certificate of Ministry

(AQF level 5)

important note: all unit enrolments for this course need to be successfully completed by 30 June 2025.

total credit points > **48**

minimum time for completion > **6 months**

maximum time for completion > **2 years**

units required >

24cps from:

BB002-512: Biblical Theology and Interpretation*

NT003-512: New Testament Overview*

NT001-512: Jesus & the Gospels*

NT002-512: The Early New Testament Church*

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

24cps from:

Ministry and Practice (DE, EM, PC)

Undergraduate Certificate of Theology

(AQF level 5)

important note: all unit enrolments for this course need to be successfully completed by 30 June 2025.

total credit points > **48**

minimum time for completion > **6 months**

maximum time for completion > **2 years**

units required >

24cps from:

BB002-512: Biblical Theology and Interpretation*

NT003-512: New Testament Overview*

NT001-512: Jesus & the Gospels*

NT002-512: The Early New Testament Church*

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

12cps from:

Christian Thought and History (CH, PE TH)

(TH005-512: Foundational Christian Beliefs or

CH005-512: Early Church History are recommended)

12cps from:

Bible & Languages or Christian Thought & History

(BB, LA, NT, OT, CH, PE, TH)

NOTES:

*BB002 and NT003 will be replacing NT001 & NT002 online in 2025. See page 8 for details.

...undergraduate course structures

Diploma of Ministry (AQF level 5)

total credit points > **96**

minimum time for completion > **1 year**

maximum time for completion > **8 years**

units required >

24cps from:

BB002-512: Biblical Theology and Interpretation*

NT003-512: New Testament Overview*

NT001-512: Jesus & the Gospels*

NT002-512: The Early New Testament Church*

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

24cps from:

Ministry and Practice (DE, EM, PC)

12cps from:

TH005-512: Foundational Christian Beliefs **OR**

CH005-512: Early Church History

36cps elective study from any field at Level 5 or above

Diploma of Theology (AQF level 5)

total credit points > **96**

minimum time for completion > **1 year**

maximum time for completion > **8 years**

units required >

24cps from:

BB002-512: Biblical Theology and Interpretation*

NT003-512: New Testament Overview*

NT001-512: Jesus & the Gospels*

NT002-512: The Early New Testament Church*

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

12cps from:

TH005-512: Foundational Christian Beliefs **OR**

CH005-512: Early Church History

24cps from:

Bible & Languages and Christian Thought & History

(BB, LA, NT, OT, CH, PE, TH)

36cps elective study from any field at Level 5 or above

NOTES:

The course duration for the Diploma of Ministry and Diploma of Theology has been increased to 8 years as part of the ACT course review process.

*BB002 and NT003 will be replacing NT001 & NT002 online in 2025. See page 8 for details.

...undergraduate course structures

Associate Degree of Ministry (AQF level 6)

total credit points > 192

minimum time for completion > 2 years

maximum time for completion > 6 years

units required >

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

with both

BB002-512: Biblical Theology and Interpretation*

NT003-512: New Testament Overview*

or with both

NT001-512: Jesus & the Gospels*

NT002-512: The Early New Testament Church*

24cps of Formation Program (*details on page 17*)

PC156-603: GSF - Relating to Self (3cps)

PC155-603: GSF - Knowing God (3cps)

PC157-603: GSF - Relating to Others (3cps)

PC158-603: GSF - Relating in Ministry (3cps)

and

EM063-506: Personal Evangelism(6cps)

EM064-506: Ministry Foundations (6cps)

or

EM081-512: Gospel and Gospel Ministry (12cps)**

CH005-512: Early Church History

TH005-512: Foundational Christian Beliefs **or**

TH101-612: Knowledge & Doctrine of God

24cps of Biblical Set Books

24cps from:

Ministry and Practice (EM, PC, DE)

> with a minimum of 24cps at Level 6 or above

48cps elective study from any field

Students must complete a minimum of 48cps at level 6 or above

Associate Degree of Theology (AQF level 6)

total credit points > 192

minimum time for completion > 2 years

maximum time for completion > 6 years

units required >

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

with both

BB002-512: Biblical Theology and Interpretation*

NT003-512: New Testament Overview*

or with both

NT001-512: Jesus & the Gospels*

NT002-512: The Early New Testament Church*

24cps of Formation Program (*details on page 17*)

PC156-603: GSF - Relating to Self (3cps)

PC155-603: GSF - Knowing God (3cps)

PC157-603: GSF - Relating to Others (3cps)

PC158-603: GSF - Relating in Ministry (3cps)

and

EM063-506: Personal Evangelism(6cps)

EM064-506: Ministry Foundations (6cps)

or

EM081-512: Gospel and Gospel Ministry (12cps)**

CH005-512: Early Church History

TH005-512: Foundational Christian Beliefs **or**

TH101-612: Knowledge & Doctrine of God

48cps of Biblical Set Books or language studies at Level 6/7

12cps from:

Bible & Languages and Christian Thought & History

(LA, BB, NT, OT, CH TH, PE)

24cps elective study from any field at Level 5 or above

Students must complete a minimum of 48cps at level 6 or above

NOTES:

*BB002 and NT003 will be replacing NT001 & NT002 online in 2025. See page 8 for details.

**EM081 will be replacing EM063 & EM064 on campus in 2024

...undergraduate course structures

Bachelor of Ministry (AQF level 7)

total credit points > **288**

minimum time for completion > **3 years**

maximum time for completion > **9 years**

units required >

foundational core units (level 5)

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

with both

BB002-512: Biblical Theology and Interpretation*

NT003-512: New Testament Overview*

or with both

NT001-512: Jesus & the Gospels

NT002-512: The Early New Testament Church

CH005-512: Early Church History

24cps of Formation Program (*details on page 17*)

PC156-603: GSF - Relating to Self (3cps)

PC155-603: GSF - Knowing God (3cps)

PC157-603: GSF - Relating to Others (3cps)

PC158-603: GSF - Relating in Ministry (3cps)

and

EM063-506: Personal Evangelism(6cps)

EM064-506: Ministry Foundations (6cps)

or

EM081-512: Gospel and Gospel Ministry (12cps)**

advanced required units

12cps of Christianity in History (CH010 **OR** CH011)

48cps of Theology (TH101-612, TH102-612, TH103-712, TH104-712)

36cps of Biblical Set Books (at least 12cps in each OT and NT)

48cps of Ministry and Practice (DE, EM, PC)

> with a minimum of 12cps at level 7

60cps elective study from any field

Students must complete a minimum of 72cps at level 7

Bachelor of Theology (AQF level 7)

total credit points > **288**

minimum time for completion > **3 years**

maximum time for completion > **9 years**

units required >

foundational core units (level 5)

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

with both

BB002-512: Biblical Theology and Interpretation*

NT003-512: New Testament Overview*

or with both

NT001-512: Jesus & the Gospels

NT002-512: The Early New Testament Church

CH005-512: Early Church History

24cps of Formation Program (*details on page 17*)

PC156-603: GSF - Relating to Self (3cps)

PC155-603: GSF - Knowing God (3cps)

PC157-603: GSF - Relating to Others (3cps)

PC158-603: GSF - Relating in Ministry (3cps)

and

EM063-506: Personal Evangelism(6cps)

EM064-506: Ministry Foundations (6cps)

or

EM081-512: Gospel and Gospel Ministry (12cps)**

advanced required units

24cps Biblical Language (LA)

12cps of Christianity in History (CH010 **or** CH011)

48cps of Theology (TH101-612, TH102-612, TH103-712, TH104-712)

60cps Biblical Set Books (at least 24cps in each OT and NT and at least 24cps at level 7)

12cps of Christian Thought and History (CH, PE, TH) **or**

Bible and Languages (LA, BB, OT, NT)

48cps elective study from any field

Students must complete a minimum of 72cps at Level 7

NOTES:

Ridley strongly recommends that students complete Preaching I (PC047)

*BB002 and NT003 will be replacing NT001 & NT002 online in 2025. See page 8 for details.

**EM081 will be replacing EM063 & EM064 on campus in 2024

graduate course structures

Graduate Certificate of Divinity (AQF level 8)

total credit points > **48**

minimum time for completion > **6 months**

maximum time for completion > **2 years**

units required >

24cps from:

BB002-812: Biblical Theology and Interpretation*

NT003-812: New Testament Overview*

NT001-812: Jesus & the Gospels

NT002-812: The Early New Testament Church

OT001-812: Old Testament Foundations

OT002-812: Old Testament Prophets and Writings

24cps elective study from any field at level 8 or above.

Students using the Graduate Certificate of Divinity as a professional development course are encouraged to discuss their enrolment options with the Academic Counsellor.

Graduate Diploma of Divinity (AQF level 8)

total credit points > **96**

minimum time for completion > **1 year**

maximum time for completion > **4 years**

units required >

24cps from:

BB002-812: Biblical Theology and Interpretation*

NT003-812: New Testament Overview*

NT001-812: Jesus & the Gospels

NT002-812: The Early New Testament Church

OT001-812: Old Testament Foundations

OT002-812: Old Testament Prophets and Writings

12cps from:

CH005-812 Early Church History **OR**

TH005-812 Foundational Christian Beliefs

students considering articulating to a longer course eg. MMin or MDiv should complete CH005-812

60cps elective study from any field at level 8 or above.

Students using the Graduate Diploma of Divinity as a professional development course are encouraged to discuss their enrolment options with the Academic Counsellor.

NOTES:

*BB002 and NT003 will be replacing NT001 & NT002 online in 2025. See page 8 for details.

...graduate course structures

Master of Ministry

(AQF level 9)

total credit points > 288

minimum time for completion > 3 years

maximum time for completion > 9 years

units required >

foundational core units (level 8)

OT001-812: Old Testament Foundations

OT002-812: Old Testament Prophets and Writings

with both

NT003-812: New Testament Overview*

BB002-812: Biblical Theology and Interpretation*

or with both

NT001-812: Jesus & the Gospels

NT002-812: The Early New Testament Church

CH005-812: Early Church History

formation program units

24cps of Formation Program (*details on page 17*)

PC156-603: GSF - Relating to Self (3cps)

PC155-603: GSF - Knowing God (3cps)

PC157-603: GSF - Relating to Others (3cps)

PC158-603: GSF - Relating in Ministry (3cps)

and

EM063-506: Personal Evangelism(6cps)

EM064-506: Ministry Foundations (6cps)

or

EM081-512: Gospel and Gospel Ministry (12cps)**

advanced required units (level 8 or 9)

12cps of Christianity in History:

CH010: Reformation in Europe & Britain **or**

CH011: History of Evangelical Christianity

(advanced CH units may be taken at AQF level 8 or AQF level 9 as CH206-912: Specialised Studies in Christianity in History)

48cps of Theology:

TH101-812: Knowledge & Doctrine of God

TH102-812: Creation & Fall, Person & Work of Christ

TH103-812 or 912: Grace & Eschatology

TH104-812 or 912: The Church & its Ministry

(TH103 and TH104 may be taken at AQF level 9 as

TH206-912: Specialised Studies in Theology)

36cps of Biblical Set Books (at least 12cps in OT and NT)

48cps of Ministry and Practice (DE, EM, PC)

which must include EITHER

a **capstone experience** unit (**205-912)

OR

a **research project**

200-912 (12cps - 7,000 words) **OR

200-924 (24cps - 12,000 words) **OR

**200-936 (36cps - 16,000 words)

(see section J page 18)

60cps elective study from any field at level 8 or above

students must complete a minimum of 96cps at level 9

NOTES:

Ridley strongly recommends that students complete Preaching I (PC047)

*BB002 and NT003 will be replacing NT001 & NT002 online in 2025. See page 8 for details.

**EM081 will be replacing EM063 & EM064 on campus in 2024

...graduate course structures

Master of Divinity

(AQF level 9)

total credit points > **288**

minimum time for completion > **3 years**

maximum time for completion > **9 years**

units required >

foundational core units (level 8)

OT001-812: Old Testament Foundations

OT002-812: Old Testament Prophets and Writings

with both

NT003-812: New Testament Overview*

BB002-812: Biblical Theology and Interpretation*

or with both

NT001-812: Jesus & the Gospels

NT002-812: The Early New Testament Church

CH005-812: Early Church History

24cps Biblical Language (LA):

LA003-812 and LA004-812: Biblical Hebrew A and B **or**

LA005-812 and LA006-812: New Testament Greek A and B

formation program units

24cps of Formation Program (*details on page 17*)

PC156-603: GSF - Relating to Self (3cps)

PC155-603: GSF - Knowing God (3cps)

PC157-603: GSF - Relating to Others (3cps)

PC158-603: GSF - Relating in Ministry (3cps)

and

EM063-506: Personal Evangelism(6cps)

EM064-506: Ministry Foundations (6cps)

or

EM081-512: Gospel and Gospel Ministry (12cps)**

advanced required units (level 8 or 9)

12cps of Christianity in History:

CH10: Reformation in Europe & Britain **or**

CH11: History of Evangelical Christianity

(advanced CH units may be taken at AQF level 8 or AQF level 9 as CH206-912: Specialised Studies in Christianity in History)

48cps of Theology:

TH101-812: Knowledge & Doctrine of God

TH102-812: Creation & Fall, Person & Work of Christ

TH103-812 or 912: Grace & Eschatology

TH104-812 or 912: The Church & its Ministry

(TH103 and TH104 may be taken at AQF level 9 as

TH206-912: Specialised Studies in Theology or as

TH205-912: Capstone experience units)

48cps of Biblical Set Bbooks (at least 24cps in original language and a minimum of 12cps each in OT and NT)

24cps of Bible & Languages and Christian Thought & History (LA, BB, NT, OT, CH, PETH)

48cps elective study from any field at level 8 or 9

as part of the requirements of this degree you must:

include EITHER

a **capstone experience** unit (**205-912)

OR

a **research project**

200-912 (12cps - 7,000 words) **OR

200-924 (24cps - 12,000 words) **OR

**200-936 (36cps - 16,000 words)

(see section J page 18)

students must complete a minimum of 96cps at level 9

NOTES:

Ridley strongly recommends that students complete Preaching I (PC047)

*BB002 and NT003 will be replacing NT001 & NT002 online in 2025. See page 8 for details.

**EM081 will be replacing EM063 & EM064 on campus in 2024

a guide to choosing your units

part one > general considerations

UNIT OFFERINGS

A > foundational units

- Our foundational biblical first-year units are available every year. These units are: OT001: Old Testament Foundations, OT002: Old Testament Prophets & Writings, NT003: New Testament Overview, and BB002: Biblical Theology and Interpretation, or NT001: Jesus and the Gospels, and NT002: The Early New Testament Church.
- Students starting with only one unit should choose one of the foundational units: OT001, OT002, BB002, NT003, NT001, or NT002.
- CH005: Early Church History and TH005: Foundational Christian Beliefs are foundational Christian Thought units. In 2024, CH005: Early Church History will be offered online in semester one and semester three, and on campus in semester two (Thursday morning).
- Note: Diploma and Graduate Diploma students who are considering the possibility of articulating to a 3-year degree should enrol in CH005: Early Church History rather than the Diploma/GDDiv-only overview unit TH005: Foundational Christian Beliefs.

B > formation program

Ridley encourages participation in the Ridley community believing that character is 'caught not taught.' Formation as mature followers of Jesus is cultivated at Ridley through the formation program (outlined below) as well as through chapel services, community meals, conversations, community time and online forums, prayer before classes, mentoring, and academic learning. Ridley encourages all students to make the most of opportunities to engage in the Ridley community on campus. Online students are encouraged to consider including a campus-based intensive or extensive in their course if possible.

The Ridley pathway for all students doing a two-year or longer award includes the formation program. During your first and second year (or part-time equivalent) students take part in four, three credit point (3cp) Guided Spiritual Formation (GSF) units. The GSF program is a 12-credit-point unit in total. The GSF units combine personal reflection with group discussion and focus on your own spiritual life and forming good habits of reflection for a life of ministry. GSF units can be taken for credit or audited.

The sequence of GSF units is: PC156: GSF - Relating to Self (3cps), PC155: GSF - Relating to God (3cps), PC157: GSF - Relating to Others (3cps), PC158: GSF - Relating in Ministry (3cps). This sequence is taken over four consecutive semesters. PC156 and PC157 are each available in first semester, and PC155 and PC158 are each available in second semester. You should thus plan a two-year window in which to undertake the four components consecutively, noting that PC156 actually precedes PC155.

... a guide to choosing your units

The formation program also includes 12 credit points of Evangelism and Missiology, to help make connections from theological knowledge to sharing that knowledge with others. Therefore, students should also enrol in **either** EM063: Introduction to Personal Evangelism (6cps) **and** EM064: Ministry Foundations (6cps) **or** EM081: Gospel and Gospel Ministry (12cps) within your first or second year-equivalent of studies.

See page 8 for details on the change to EM units. For more information on the Formation Program see <https://www.ridley.edu.au/formation/>

C > language units

Both of our language courses (LA005/ LA006: New Testament Greek and LA003/LA004: Biblical Hebrew) will be offered each year provided there are sufficient numbers.

Hebrew A online and Greek A on campus and online will run as timetabled units in semester one, followed by Hebrew B online and Greek B on campus and online in semester two.

Hebrew A on campus will run as a pre-semester intensive for three weeks in February commencing 5 February, with Hebrew B on campus running from 12 March through to the end of the year on Tuesday afternoons.

Preparation before the start of these language units is required so you should submit your Unit Enrolment form preferably in December, but no later than 19 January, to allow sufficient time to complete the preparatory materials.

If you wish, or are required, to study original language as part of your course, we advise that you should aim to complete language units in your first year of full-time equivalent study so that you can enrol in advanced level Set Books/exegesis units in original language in subsequent years. MDiv students are required to complete 24cps of biblical exegesis in original language.

Undergraduate-level students must enrol in biblical language units at level 6. Graduate-level students must enrol in their biblical language units at level 8.

D > advanced units in biblical studies (BB, NT, OT)

- We generally offer one advanced New Testament and Old Testament unit online and one NT and OT unit on campus in both semester one and two. In NT we also generally offer one unit on the Gospels, and one unit on an Epistle or Other Writings every year.

In New Testament in semester one on campus we will offer Epistle to the Hebrews (NT012-712/812, NT206-912 english text; NT013-712/812, NT207-912 greek text; Tuesday mornings). Online we will offer Paul & Corinthian Christianity (NT010-712/812, NT206-912 english text; NT011-712/812, NT207-912 greek text). This unit will also be offered as a capstone, **NT205-912: Paul & Corinthian Christianity (english text) (capstone)**.

... a guide to choosing your units

In semester two on campus we will offer Romans (NT026-612/712/812 english text; NT027-612/712/812 greek text; Tuesday mornings). Online we will offer The Fourth Gospel (NT016-612/712/812 english text; NT017-612/712/812 greek text). We will also offer New Testament Apocalyptic (Revelation) (NT022-712/812, NT206-912 english text, NT023-712/812, NT207-912 greek text) as an extensive in semester two (enrol by 21 June).

- In OT semester one on campus we will offer Wisdom Literature (OT016-612/712/812 english text; OT017-612/712/812 hebrew text). Wisdom Literature hebrew reading will run for an hour after lunch on Wednesdays. Online Genesis will be offered (OT026-612/712/812 english text; OT027-612/712/812 hebrew text).
- In semester two on campus we will offer The Psalter (OT020-712/812, OT206-912 english text, OT021-712/812, NT207-912 hebrew text). The Psalter hebrew reading will run for an hour after lunch on Wednesdays. Online we will offer Isaiah (OT022-712/812, NT206-912 english text).
- In semester three online in New Testament we will offer Epistle to the Hebrews (NT012-712/812, NT206-912 english text; NT013-712/812, NT207-912 greek text) and in Old Testament, The Psalter (OT020-712/812, OT206-912 english text).
- In Biblical Studies in semester two online we will offer Biblical Theology of Mission (BB007-612/712/812).

E > advanced christian thought and history units (CH, PE, TH)

- In CH the advanced level unit CH011-712/812, CH206-912: History of Evangelical Christianity will be offered on campus in semester one on Wednesday afternoons and online in semester two. This unit is also offered as a **capstone, CH205-912: History of Evangelical Christianity (capstone)** both on campus and online.
- In Theology we will offer all of the TH101-TH104 sequence over the year. The TH units are TH101: The Knowledge and Doctrine of God, TH102: Creation and the Fall, the Person and Work of Christ, TH103: The Doctrines of Grace and Eschatology, TH104: The Church and its Ministry. TH104 will be offered as an online live unit in 2024.
- Ridley students should enrol in CH005 before enrolling in any TH units. The theology units are best completed sequentially. TH103 and TH104 are both available as **capstone units (TH205-912)** and as Specialised Studies in TH at level 9 (TH206-912).
- In Philosophy and Ethics, PE002-712/812, PE021-912 Theological Ethics will be offered online in semester and on campus in semester two on Wednesday afternoons. PE007-712/812, PE206-912: Christian Apologetics will be offered online in semester two. This unit will also be offered as a **capstone, PE205-912: Christian Apologetics (capstone)**. PE014-512/812: Biblical Theology of Work will be offered online in semester three.
- In addition to CH016D-606/706/806 Anglican Identity (also available as PC088D) online and on campus in semester one, we will offer the Anglican Institute online unit

... a guide to choosing your units

PC085D-706/806 Anglican Prayer Book (also available as CH020D) in semester two. Each unit is worth 6 credit points.

F > ministry and practice units (DE, EM, PC)

- Ministry electives are offered in a variety of modes. In 2024 Ridley will be offering the following ministry and practice units:

semester one:

DE011-612/712/812	Youth in the Churches <i>(sem one extensive - enrol by 19 Jan)</i>
EM0812-512/812	Gospel and Gospel Ministry <i>(on campus)</i>
DE014-712/812/912	Chaplaincy in Educational Settings <i>(June intensive - enrol 12 May)</i>
PC047-612/712/812	Preaching I <i>(on campus, online)</i>
PC073-812/912	Pastoral Care for those with Mental Ill-health <i>(February intensive - enrol by 12 January)</i>
PC094-612/712/812	Practical Ministry Field Education <i>(online)</i>
PC205-912	Practical Ministry Field Education capstone <i>(online)</i>

semester two:

DE031-612/712/812	Skills for Children's and Family Ministry <i>(online)</i>
EM001-512/812	Mission Perspectives <i>(on campus)</i>
EM021-612/712	Living Faiths <i>(online)</i>
EM205-912	Living Faiths capstone <i>(online)</i>
PC002-612/712/812	Pastoral Care <i>(shared unit hosted by MST)</i>
PC035-612/712/812	Principles of Leadership & Management <i>(online)</i>
PC205-912	Principles of Leadership & Management capstone <i>(online)</i>
PC137-812/912	Theological Perspectives on Mental Health <i>(semester two extensive - enrol by 21 June)</i>

semester three:

PC004-512/812	Christian Worship <i>(online)</i>
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G > centre for children's and youth ministry training program

The Centre for Children's and Youth Ministry (CCYM) training program connects trainee, church, and Ridley in order to establish sustainable children's and youth ministries in local churches.

The program is ideal for children's and youth ministry leaders taking the first step in formal theological education, and for church workers and team leaders developing their theological reflection for ministry with children and young people. Students will develop key skills in four main areas: college, church, community and coaching.

... a guide to choosing your units

Students interested in the CCYM training program should contact Graham Stanton on:
e: g.stanton@ridley.edu.au

H > undergraduate research projects

Bachelor-level students may wish to conclude their studies with a research project, and are able to enrol in **200-712 to complete a 7,000-word project. This is usually best done in the final semester of study. It is a requirement that you have completed 24cps of advanced level units in the field of study in which you wish to conduct your research.

It is also possible to enrol in a longer project (either **200-824: 12,000 words or **200-836: 16,000 words). Students wishing to complete one of these longer projects must first complete AS001-912: Introduction to Research Methods, and also need to meet other pre-requisites in their chosen field of study. It is also important to bear in mind that you will be assessed at a graduate rather than undergraduate level.

If you are considering a research project you are encouraged to discuss this with a faculty member with expertise in the selected field of study. If you wish to undertake a major project (24cps or 36cps) you will need to complete Research Methods, and as part of the assessment in that unit you will be guided through the process of preparing and submitting a project proposal. Those interested in undertaking a research training pathway upon completion of their Bachelor degree are invited to discuss this with the Assistant Registrar (Postgraduate Studies) on registrar@ridley.edu.au

J > capstone units (**205-912) and graduate research projects (**200-912/924/936)

Students completing a Master of Divinity or Master of Ministry must complete either a capstone unit or a research project to finish off the requirements of their degree.

The purpose of a capstone unit is to help a student reflect on their learning and development over their entire degree, integrating the various disciplines, noting how they have developed as a person, and forming a bridge from college study to the professional world.

A capstone unit is adapted from an existing unit available in the semester the student wishes to complete their capstone. Students must participate in the key learning activities for the unit, such as reading, attendance and online participation, but are not required to complete the normal essays, assignments or exams for that unit. Instead they usually complete 7,000 words of integrative assessment/s as described above. These assessment are set by the faculty member teaching the unit. Master of Ministry students are required to enrol in a capstone in a Ministry and Practice field of study, that is, a capstone unit coded DE, EM or PC.

The following Ridley units may be taken as a capstone unit in 2024 (**205-912):

- CH205-912: History of Evangelical Christianity (capstone)
(sem one Weds afternoons & sem two online)
- EM205-912: Living Faiths (capstone) (sem two online)

... a guide to choosing your units

- NT205-912: Paul & Corinthian Christianity (eng text) (capstone) *(sem one online)*
- NT205-912: New Testament Exegesis in Context - Acts (eng or greek text) (capstone) *(sem three Turkiye/Greece study tour)*
- PC205-912 Practical Ministry Field Education (capstone) *(full-year online)*
- PC205-912 Principles of Leadership & Management (capstone) *(sem two online)*
- PC205-912 Theological Perspectives on Mental Health (capstone) *(sem two campus intensive)*
- PE205-912 Christian Apologetics (capstone) *(sem two online)*
- TH205-912 The Doctrines of Grace and Eschatology (capstone) *(sem one Thu mornings & online)*
- TH205-912 The Church and its Ministry (capstone) *(sem two online live)*

Please note: *If none of the above units are suitable for students completing their final year in 2024 they should contact the Registrar's Office as soon as possible to discuss an alternative unit.*

Capstone units have a dedicated unit code **205-912, so please be careful to use this code when completing your Enrolment form, along with the standard unit's title to ensure you are correctly enrolled. Students should write 'capstone' in brackets after the unit title, eg. PC205-912: Leadership & Management (capstone).

Students may elect instead to undertake a research project to meet the final requirements of their degree. Unlike capstone units which are the equivalent of only one unit, research projects may be **200-912 12cps - 7,000 words/one unit; OR **200-924 - 12,000 words/two units; OR **200-936 - 16,000 words/three units. Students wishing to enrol in a research project should ensure that they have

- an overall GPA of 2.8 or above
- have completed a minimum of 24cps of level 8 or higher units in the field of study in which they wish to conduct their research
- have completed at least 192cps of study.

AS001-912: Introduction to Research Methods is also a pre-requisite for any student enrolling in the 24cps or 36cps projects.

In order to undertake a research project students should follow the steps as set out in the AS001-912 syllabus.

1. Students are invited to discuss their proposed project topic with a faculty member with expertise in the selected field of study, to discuss the viability of their proposed topic.
2. Complete AS001-912: Introduction to Research Methods, which will guide you through the process of developing a project proposal and submitting the UQAF for Project form.
3. Submit the completed UQAF for Project form via the assessment submission space, outlining:
 - Topic or research question
 - Project statement (max 100 words)
 - Draft project structure
 - Proposed bibliography

... a guide to choosing your units

- Proposed faculty advisor
- Proposed submission date of the project

Once received by the Registrar's Office, the proposal will be sent to the next appropriate Board of Studies/faculty meeting for consideration.

4. The faculty will appoint a faculty advisor, approve the proposal, or indicate what changes are required. If changes are required, the faculty advisor will communicate these to the student. When these are satisfactorily met the faculty advisor will approve the proposal.
5. Once approved, the faculty advisor will forward the proposal to the Registrar to send for ACT moderator approval. Once moderator approval is received the Registrar will inform the faculty advisor and student, providing any comments offered by the moderator.

Please note: the ACT requires that the project represents the student's own work and supervision is to provide broad direction only; faculty advisors may be willing to read a final draft.

Students, including MMin students, are not to undertake projects that require research involving human subjects, including interviews. This is due to the limited word count, the complexities of research methods, and ethics requirements. A case study is an acceptable alternative.

ORDINATION CANDIDATES

Anglican Diocese of Melbourne

- In order to meet the requirements of the Anglican Diocese of Melbourne, undergraduate candidates usually complete a four-year program leading to a BTh/ BMin double degree. Graduate-level candidates usually complete the MDiv or MMin plus a Graduate Diploma of Divinity. Students need to ensure that they fulfill the unique requirements of both awards so regular course counselling is strongly recommended.
- Ordination candidates need to complete the Diocesan and College requirements for ordination in addition to the requirements for their degree, which is why a 4-year program is normally required. Ordination candidates are required to consult with the Dean of the Anglican Institute Rhys Bezzant or the Associate Dean, Kate Beer, regularly throughout their course to ensure they are completing all aspects of their training and formation. Those considering ordination are also advised to discuss their plans with Rhys Bezzant and/or Kate Beer.
- Ordination candidates are required to complete two supervised field placements, one of which will gain credit for Supervised Field Education [PC078, campus, or PC094, online], and other units and activities of the Anglican Institute. These include the Anglican Institute Plenary, Anglican Identity, and Anglican Prayer Book. Participation in the regular Monday program of the Anglican Institute is compulsory for at least two years.
- An annual training fee may apply in order to cover some of the costs incurred in the ordination candidates' training program. See page 31-32 for details.
- Students engaged in the Anglican Diocese of Melbourne Year of Discernment may

... a guide to choosing your units

apply for Associate Membership of the Anglican Institute. Associate members enjoy all the benefits of the Anglican Institute but are not eligible to attend the ordination candidates' and families' weekend in July. A fee applies in order to cover some of the costs incurred, see page 31-32 for details.

Other Dioceses

- Ordination candidates of all Dioceses who are studying on campus are required to attend the Anglican Institute formation program on campus on Mondays for at least two years of their training.
- Ordination candidates from other Dioceses will need to confer with their Bishop concerning which degree/s and units are necessary for ordination. A fee may also apply in order to cover some of the costs incurred; see page 31-32 for details.

part two > the enrolment process for under/graduate students

STEP ONE:

Course planning

As well as the information in this guide, a planning sheet for each degree is available through the *Registrar's virtual office* in My Ridley for your planning purposes to ensure that all degree requirements are met. Please endeavour to complete the planning sheet for your degree, then use this as a guide to help you select your units.

STEP TWO:

Seek assistance if required!

If you have tried to select your units but would like further assistance, please contact the Academic Counsellor in the first instance. The Academic Counsellor can be contacted Monday - Friday during business hours by phone on 03 9207 4800 or email studentsupport@ridley.edu.au

If required we will organise a faculty interview for you. Please bring your planning sheet and your draft enrolment form to this interview.

STEP THREE:

Complete your **online unit enrolment form via the link in your RE-ENROLMENT email** or return a manual copy of your enrolment form to the Registrar's Office.

2024 unit enrolment due dates:

12 January > (PC135) Pastoral Care for those with mental Ill-Health intensive

12 January > (PC023/024/051) Professional Pastoral Supervision units

19 January (*Dec 2023 if possible*) > (LA003) Biblical Hebrew A intensive

19 January > (DE011) Youth in the Churches extensive

... a guide to choosing your units

semester one: **2 February**

semester two: **21 June**

semester three: **18 October**

Please complete a separate enrolment form for each semester.

Unit enrolments are due no later than the dates mentioned; exceptions may be granted upon discussions with the Registrar's Office and Student Support.

The Registrar's Office will check to ensure you are not enrolling in too many units and that you are eligible for the units you have chosen. You will be contacted by our office if there are any issues with your unit selection, and you may be asked to complete a new enrolment form. If the units you have selected are appropriate, your enrolment will be processed and you will receive your 2024 student card in the mail. You will also receive an email which will include information regarding access to My Ridley and other matters related to your involvement in the Ridley community. Students paying their tuition fees upfront will receive an invoice via email.

ACT confirmation of enrolment

During the first week of each unit, every student will receive their official *Confirmation of Enrolment in ACT Units* form listing all the units they have enrolled in for that census date and their level of enrolment. This form needs to be carefully checked, signed and returned by the appropriate dates listed below as this is the basis upon which FEE-HELP is assigned, and finalises the reporting Ridley needs to complete for the ACT and the government. Please note that units with special census dates will be confirmed separately.

semester one Confirmation of Enrolment forms to be returned by > **11 March**

semester two Confirmation of Enrolment forms to be returned by > **29 July**

semester three Confirmation of Enrolment forms to be returned by > **29 November**

Late enrolments and variations of enrolment

Late enrolments are only accepted up until the end of the first week of each semester. Please note that new cross-institutional students making late applications to study at Ridley will only be considered at the discretion of the Registrar's Office.

Any variations to your initial enrolment are made by completing a *Variation of Enrolment form* and should be submitted to the Registrar's Office as soon as possible. This form can be accessed via the Registrar's virtual office. Please note that there are time constraints upon when these changes can be made, and penalties may apply for late changes. *See the relevant 2024 Variation of Enrolment policy for details.*

... a guide to choosing your units

Some intensive, extensive and full-year units have special census dates which are denoted on the 2024 timetable with *. These units will be invoiced and confirmed separately and have specific Variation of Enrolment policies which are provided to you with your invoice for that unit.

Genuine students

All students enrolled in a unit/s through Ridley need to demonstrate that they are genuine in their intent to complete the requirements of their enrolled unit/s.

Ridley defines a genuine student as one who:

- demonstrates sufficient capacity to fulfil the requirements of their enrolled units
- meets the minimum class attendance requirements and/or meets the minimum online participation requirements
- maintains a minimum pass rate
- completes the required enrolment processes as prescribed by the Registrar's Office
- responds promptly to official college correspondence.

part three > the final checklist

- Are you enrolling in 48 credit points or less each semester?
- Do you have the time and money to study the number of units you have chosen? You should ensure that you allow adequate time each week for class preparation, reading, completing assignments and exam preparation - Genuine Ridley students generally need to allow 8 -12 hours of study each week per unit.
- Have you checked the ACT Handbook to see if you have met the pre-requisites for each unit?
- Have you completed a planning sheet for the rest of your course, and as much as possible checked that the units that you are planning to undertake will be offered in those years?
- Have you checked that your selection of units and your level of enrolment will meet all the requirements of your course?

If there are any matters which are left unanswered from this guide, please notify the Registrar's Office so that we can update our information in subsequent editions!

postgraduate coursework degrees

Units intended for postgraduate study are set out on the Ridley timetable in separate sections on p2 and p4. All units in these courses are to be taken at levels 8 or 9, and students may also consider graduate-level coursework units (also coded 8) as long as they have not already completed these units in their under/graduate degrees. Students may enrol in the Graduate Certificate or Graduate Diploma of Divinity as professional development courses.

As part of the College's commitment to vocational lifelong learning, we now offer a growing number of specialised Graduate Certificate courses.

postgraduate course structures

Graduate Certificate of Professional Pastoral Supervision (AQF level 8)

A coursework certificate supporting professional practice and further study in the area of pastoral supervision, mentoring and coaching.

total credit points > **48**

maximum time for completion > **2 years**

units required >

PC023-812: Professional Supervision for Ministry Workers
PC024-812: Adv Prof Supervision for Ministry Workers
PC051-812: Professional Pastoral Supervision Practicum

12cp elective unit from specialised range of electives

Elective units available in 2024:

DE014-812: Chaplaincy in Educational Settings
PC073-812: Self-care and Resilience in Ministry
PC135-812: Pastoral Care for those with Mental Ill-health
PC035-812: Principles of Leadership and Management

Graduate Certificate of Pastoral Care for Mental Health (AQF level 8)

A coursework certificate which equips students with a non-theological background or theological undergraduate award with a current and advanced knowledge of pastoral care for mental health in the local church and other ministry contexts

total credit points > **48**

maximum time for completion > **2 years**

units required >

PC136-812: Theological Approaches to Wellbeing
PC137-812: Theological Perspectives on Mental Health
PC135-812: Pastoral Care for those with Mental Ill-Health

12cp elective unit from a specialised range of electives

Elective units available in 2024:

PC002-812: Pastoral Care (hosted by MST)
PC094-812: Practical Ministry Field Education

...postgraduate coursework structure

Master of Theological Studies

(AQF level 9)

This course is offered at Ridley as a professional development degree for those in vocational ministry, generally with at least five years' experience in ministry and seeking to maintain their lifelong learning. Students enrolling in the MTS may receive some advanced standing based on their under/graduate theological studies, and will then be able to commence their MTS studies with further intermediate units and progress to the advanced units. A full description of this course structure is below.

total credit points > **192**

minimum time for completion > **2 years**

maximum time for completion > **8 years**

units required >

all units must be taken at levels 8 and 9, with a minimum of five units at level 9, and must include:

A capstone unit (12 credit points) OR

A minor project (12 credit points) OR

A major project (either 24 credit points or 36 credit points)

Students who enrol in either of the major projects must first complete AS001-912 Research Methods. Please note that Research Methods and a major project constitute a Research Training Pathway which is a key eligibility requirement for entry to the ACT Higher Degree by Research degrees. Research Methods is a self-directed online unit with tutor support which is available every semester.

Doctor of Ministry coursework phase

(AQF level 10)

Candidates enrolled in the coursework phase of their Doctor of Ministry select level 9 units from the postgraduate offerings, including the compulsory unit AS001-912 Research Methods. It is required that candidates choose units which form a coherent course of study preparing them for their chosen research topic. Students should consult the Assistant Registrar - Postgraduate Studies and their supervisor to discuss their enrolment options.

a guide to choosing postgraduate units

enrolment process for postgraduate students

STEP ONE:

Complete the enrolment form

Complete your **online unit enrolment form via the link in your RE-ENROLMENT email** or return a manual copy of your enrolment for to the Registrar's Office.

You will find details of the postgraduate coursework units in separate sections on p2 and p4 of the timetable.

STEP TWO:

Seek assistance if required!

If you would like assistance with course planning, please contact the Assistant Registrar (Postgraduate Studies), available Monday-Thursday on p: *03 9207 4800 opt 3* or e: registrar@ridley.edu.au

Students considering Higher Degree by Research (Master of Theology, Doctor of Philosophy, Doctor of Ministry) in the future should consider building a Research Training Pathway into their MTS by incorporating AS001-912: Research Methods and undertaking the major project. Research Methods is an independent online study unit with tutor support which may be undertaken during any semester, including Ridley's semester three.

STEP THREE:

Complete your enrolment process by:

12 January (PC135) Pastoral Care for those with Mental Ill-health

semester one: **2 February**

semester two: **21 June**

semester three (AS001: Intro to Research Methods): **18 October**

The Registrar's Office will check your enrolment and contact you if there are any issues with your unit selection; if the units you have selected are appropriate, your enrolment will be processed and you will receive your 2024 student card in the mail. You will also receive an email which will include information regarding access to My Ridley and other matters related to your involvement in the Ridley community. Students paying their tuition fees upfront will receive their invoice via email.

STEP FOUR:

During the first week of each unit every student will receive their official *Confirmation of Enrolment in ACT Units* form listing all the units they have enrolled in for that census date. This form needs to be carefully checked, signed and returned by the appropriate dates listed below as this is the basis upon which FEE-HELP is assigned, and finalises

... a guide to choosing postgraduate units

the reporting Ridley needs to complete for the ACT and the government. Please note that units with special census dates will be confirmed separately.

semester one Confirmation of Enrolment forms to be returned by > **11 March**

semester one **HDR** Confirmation of Enrolment forms to be returned by > **22 March**

semester two Confirmation of Enrolment forms to be returned by > **29 July**

semester two **HDR** Confirmation of Enrolment forms to be returned by > **23 August**

semester three Confirmation of Enrolment forms to be returned by > **29 November**

Late enrolments and unit variations

Late enrolments are only accepted up until the end of the first week of each semester for semester-based units and are not possible for intensives and extensives.

If you need to vary your enrolment, this is done by completing a *Variation of Enrolment form* which should be submitted to the Registrar's Office as soon as possible. Please note that there are time constraints upon when these changes can be made, and financial and academic penalties may apply for late changes. See the *2024 Variation of Enrolment policy* for details.

Some intensive, extensive and full-year units have special census dates which are denoted on the timetable with *. These units will be invoiced and confirmed separately and have specific *Variation of Enrolment policies* which are provided to you with your invoice for that unit.

fees

STUDENT FEES

Student fees cover 55% of the cost of running Ridley. This means that all students are subsidised, and in order to cover costs we rely upon income from generous donors including individuals, churches, Trusts and the Ridley Foundation.

Unit fees are invoiced at the beginning of each semester (semester one–February, semester two–July, semester three–November, special census dates as advertised) and are due and payable in full by the relevant census date.

Fees will be refunded in the event of withdrawal from a unit of study within the first two weeks of lectures, but not after the census date unless there are valid medical or compassionate grounds. For a full explanation of the regulations governing changes in enrolment, please see the relevant *Variation of Enrolment policy* provided in your enrolment pack, also available from the Registrar’s Office or online.

Ridley may use the services of its accredited mercantile agency for collection of any overdue fees; however, in particular cases, the Principal may exercise discretion for fee collection to be handled internally.

2024 TUITION FEES

Tuition fees are determined by the Australian College of Theology Board of Directors each year. In 2024 the following fees apply:

AUSTRALIAN AND OFFSHORE STUDENTS:

Undergraduate (level 5-7): \$2,784 per 12cps unit

UCertMin, UCertTh, DipChrStud, DipMin, DipTh, AdvDipMin,
AdvDipTh, AssocDegMin, AssocDegTh, BChrStud, BMin and BTh

Graduate (level 8-9): \$2,976 per 12cps unit

GCDiv, GDDiv, MMin, and MDiv

Postgraduate coursework (level 8-9): \$2,976 per 12cps unit

GCPPS, GCPCMH, MA(ChrStud), MTS, DMin coursework phase

Postgraduate research (part-time): \$5,364 per semester

MTh, PhD and DMin research phase

Postgraduate research (full-time): \$10,728 per semester

MTh, PhD, and DMin research phase

OVERSEAS STUDENTS (studying full-time in Australia on a student visa)

Undergraduate (level 5-7): \$3,207 per 12cps unit

BMin, BTh

Graduate (level 8-9): \$3,426 per 12cps unit

GCDiv, GDDiv, MMin and MDiv

Postgraduate research (full-time): \$12,816 per semester

MTh, PhD

... fees

OTHER FEES

Ridley Online students

Online students are responsible for their own internet connection and for return postage of any books borrowed from the library. The library pays for postage to students.

Audit students

Students auditing a unit/s (participating in learning but not submitting assessment or receiving academic credit) are invoiced a fee of \$395 per 12cp unit. This mode of study is available for both on-campus and online students. Please note that FEE-HELP is not available to auditing students.

Anglican Institute Training Fee

For many years the Anglican Diocese of Melbourne has given Ridley College an annual grant of approximately \$40,000 to enable the Anglican Institute program to run. Unfortunately this money is no longer available due to other priorities within the Diocese.

The diocese will still give all eligible ordination candidates from Melbourne a small living grant, however the funding for the Monday program has ceased. In order to keep the program running, the College leadership has decided to charge a fee to members of the Anglican Institute to help cover costs.

This fee will cover the following:

1. Faculty and staff costs of running the program, and the provision of mentoring and personal support.
2. Lunch each Monday.
3. The cost of the candidate attending the annual Anglican Institute Weekend Away.

The 2024 fee is \$500 (plus GST) per semester for those who are ordination candidates (both Melbourne and other dioceses), and \$250 (plus GST) per semester for those who are in the Year of Discernment. These fees will be invoiced in May and October each year and are payable directly to Ridley College and cannot be allocated to FEE-HELP.

FEE-HELP

Since 2005 Ridley students have been able to access financial help from the Commonwealth Government to help pay their tuition fees.

PLEASE NOTE: From 1 January 2020 the Government introduced a combined total amount of tertiary education assistance available to students over their lifetime. The current HELP loan limit is \$113,028. The fees are paid by the Government to the Australian College of Theology (the Higher Education Provider). The student may pay back the debt at any time, but must begin doing so when their taxable income reaches \$51,550. The figures are indexed annually in line with the CPI - the figures quoted here are for the 2023-24 financial year. Further information can be found at <https://www.studyassist.gov.au/help-loans/fee-help>

... fees

To be eligible for FEE-HELP a student must:

- be an Australian citizen (permanent residents, including New Zealand citizens are not eligible) or the holder of a permanent humanitarian visa or the holder of a permanent visa who is undertaking bridging study for overseas-trained professionals. If you fall into the last two categories you must also be resident in Australia for the duration of the unit;
- have completed Ridley's application and enrolment procedures by the appropriate deadlines and have every intention of completing the course that they are requesting FEE-HELP assistance for,
- have provided their *Unique Student Identifier (USI)* to Ridley
- have lodged their separate FEE-HELP Application Form (eCAF) online before the appropriate census date (details provided by the Registrar's Office).

Undergraduate students should note that the government applies a loan fee each time a loan is taken out for students enrolled in undergraduate degrees. This loan fee has been set at 20% since 1 January 2022.

2024 standard FEE-HELP census dates

semester one: **20 March**

semester two: **6 August**

semester three: **6 December**

Units with special census dates have different administration and census dates from those listed above. These are detailed on the *Variation of Enrolment Policy* which relates to the units' special census date. All students enrolled in a unit with a special census date will receive a hardcopy of the appropriate *Variation of Enrolment policy* with their invoice. The *Variation of Enrolment policies* can also be found in the Registrar's virtual office.

No FEE-HELP applications can be accepted after these census dates.

For further information on FEE-HELP:

- contact the Registrar if you have any questions
- government website: www.studyassist.gov.au
- visit the ACT website: www.actheology.edu.au

SCHOLARSHIPS

These scholarships are means-tested and awarded by semester. Applications close in 2024 on 5 February for semester one consideration and 1 July for semester two consideration. Application forms are available from the website: <https://www.ridley.edu.au/about-ridley/fees-and-scholarships/>. Completed scholarship application forms should be submitted to the Registrar's office.

2024 calendar

SUMMER INTENSIVE & EXTENSIVE UNITS

PC135-812: Pastoral Care for those with Mental Ill-health

unit commences: 22 January 2024

delivery mode: campus

intensive: 12–16 February

enrol by: 12 January 2024

LA003: Biblical Hebrew A

unit commences: 5 February

delivery mode: campus

intensive: 5–23 February, 27 February, 5 March

enrol by: 19 January 2024 (December 2023 preferable)

DE011: Youth in the Churches

unit commences: 5 February

delivery mode: extensive 12–15 February (hybrid) and 22–23 April (virtual)

enrol by: 19 January 2024

2024 IMPORTANT DATES

(dates are correct at time of publication; for updates > www.ridley.edu.au/current-students/year-planner/)

semester one:	26 February – 30 May
2 February	Semester one unit enrolment forms due
5–23 February	Biblical Hebrew intensive
12–16 February	Pastoral Care for those with Mental Ill-health intensive
12–15 February	Youth in the Churches extensive
10–16 February	23-S3 exam week
22 February	Orientation session (online)
26 February	Normal lecture timetable commences
28 February	repeat Orientation session (online)
1–2 March	LAUNCH camp
6 March	23-S3 Board of Studies (marks meeting)
11 March	ACT Confirmation of Enrolment forms due to the Registrar's Office
16 March	CYM Training Day
20 March	Final date for Variation of Unit Enrolment without incurring fee
20 March	Final date for payment of semester one fees
20 March	FEE-HELP census date
18–21 March	Mission in Australia Week
29 March–5 April	Reading week Easter (no lectures)
17–19 April	Professional Pastoral Supervision intensives
22–26 April	Reading week inc ANZAC Day (no lectures)
23–24 April	Preacher's Conference
27 April	Graduation and Commissioning Service
22 May	Ridley Open Day/Evening events
3 June	SwotVac
5 June	Exams commence
19 June	Board of Studies (marks meeting)

... 2024 calendar

semester two:	15 July – 17 October
21 June	Semester two unit enrolment forms due
TBC	Mid-year intensives
11 July	Orientation session (online)
12–14 July	Ordination candidates & families weekend camp
15 July	Normal lecture timetable commences
16 July	Repeat orientation session (online)
29 July	ACT Confirmation of Enrolment forms due
1–2 August	RESCON (HDR students)
6 August	Final date for Variation of Unit Enrolment without incurring fee
6 August	Final date for payment of semester two fees
6 August	FEE-HELP census date
12–15 August	Global Mission week
19–21 August	Theological Perspectives on Mental Health extensive
19–23 August	Reading week
18–20 September	Professional Pastoral Supervision intensives
23–27 September	Reading week
9 October	Ridley Open day/evening events
17 October	Valedictory
18 October	Semester three unit enrolment forms due
21 October	SwotVac (no lectures)
23 October	Exams begin
7 November	Board of Studies (marks meeting)
semester three:	11 November 2024 – 14 February 2025 (online only)
11 November	Semester three commences
29 November	ACT Confirmation of Enrolment forms due
6 December	Final date for Variation of Unit Enrolment without incurring fee
6 December	Final date for payment of semester three fees
6 December	FEE-HELP census date semester three
25 Dec 2024 – 1 Jan 2025	Christmas and New Year's Day break (no online lectures)
27 January 2025	Australia Day Holiday
8–14 February 2025	Examinations
5 March 2025	Board of Studies (marks meeting)

contacts

ACCOUNTS

Accounts: Paul Game
 Monday, Tuesday, and Thursday, 9.00am–5.00pm
 p: 03 9207 4800 ext 900
 f: 03 9387 5099
 e: accounts@ridley.edu.au

AUSTRALIAN COLLEGE OF THEOLOGY

Monday–Friday, 8.30am–4.00pm
 Level 5, 33 York Street, SYDNEY NSW 2000
 p: 02 9262 7890
 f: 02 9262 7290
 e: academicservices@actheology.edu.au | w: www.actheology.edu.au

LIBRARY

College Librarian: Ruth Weatherlake
 Associate Librarian: Harriet Sabarez
 Monday–Friday, 8.30am–6.00pm
 p: 03 9207 4800 ext 905
 f: 03 9387 5099
 e: library@ridley.edu.au | w: www.ridley.edu.au/studying-at-ridley/library

MAIN OFFICE

Receptionist: Kathryn Shedden
 Monday–Friday, 8.30am–5.00pm
 p: 03 9207 4800 opt 1
 f: 03 9387 5099
 e: info@ridley.edu.au | w: www.ridley.edu.au

REGISTRAR'S OFFICE

Registrar: Katrine Bramley
 Assistant Registrars: Natalie Brough (Operations) and Alison Flynn (Postgraduate Studies)
 Monday–Friday, 9.00am–5.00pm
 p: 03 9207 4800 opt 3 f: 03 9387 5099 e: registrar@ridley.edu.au

Academic Counsellor (current students): Flyck Clift
 Monday - Friday 9.00am–5.00pm
 p: 03 9207 4800 opt 3 e: studentsupport@ridley.edu.au

Admissions Officer (prospective students)/Overseas Student Liaison Officer: Jessica Fields
 Monday - Friday, 9.00am–5.00pm
 p: 03 9207 4800 opt 2 e: admissions@ridley.edu.au

My Ridley Support: Jon Johnson
 Monday–Wednesday 9.00am–3.00pm
 p: 03 9207 4800 ext 916 e: moodleadmin@ridley.edu.au